

Motions/Applications

This procedure explains how to docket a motion.

- **NOTE: Motions Requiring Fees:** When the word **(fee)** appears to the right of the ECF event name, a fee is required to file that motion. Payments other than credit cards are to be either mailed to the Clerk of Court not later than the next business day or hand delivered to the Clerk of Court not later than the second business day after the electronic filing.

- STEP 1** Click the **Bankruptcy** hypertext link on the ECF Main Menu. (See Figure 1.)

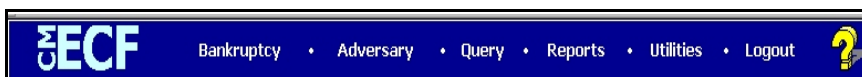


Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays.

- ☐ Click **Motions/Applications**.

- STEP 3** The **CASE NUMBER** screen displays.

- ☐ Enter the correct case number (YY-NNNNN) including the hyphen.
- ☐ Click the **[Next]** button.

- **NOTE:** If you have entered a wrong case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

- STEP 4** The **MOTION EVENTS** screen displays.

- Use the ▲▼ arrows to scroll to the relief type sought, or type the first letter of the motion for a faster search.
- ☐ Click on the type of relief sought to select it.
- ☐ Click the **[Next]** button.

STEP 5 The **PARTY/FILER** screen displays.

- ☐ Select the filer from the list by clicking on the name. (Skip to **STEP 11** if the party is listed)
- ☐ If the filer is not listed, click the **Add/Create New Party** hyperlink and complete **STEP 6 - STEP 10**.

STEP 6 The **SEARCH FOR PARTY** screen displays.

- ☐ Enter the last name of the party.
- ☐ Click the **[Search]** button.

STEP 7 The **PARTY SEARCH RESULTS** screen displays.

- ☐ Select the party's name from the list.
- ☐ If the party is not listed, click the **Create New Party** button.

STEP 8 The **PARTY INFORMATION** screen displays.

- ☐ **DO NOT** enter party address information. If there is an address in the white boxes then highlight and delete the address information.
- ☐ The **Role Type** selection is defaulted to Blank. Click the **Role type** down arrow and select the role type for the filer.
- ☐ Click the **[Submit]** button.

STEP 9 The **PARTY SELECTION** screen displays again.

- ☐ The added party's name should be highlighted. If it is not, click on the name to highlight it.
- ☐ Click the **[Next]** button.

STEP 10 The **PARTY/ATTORNEY ASSOCIATION** screen displays.

- ☐ Checking this box will create an association with you and the party you selected. *[If you check the box you will get email service in this case, **BUT YOU WILL NOT BE ADDED TO THE MATRIX**. In order to be added to the matrix you **MUST** file an Entry of Appearance.]*

- **NOTE:** You will **ALWAYS** check this box when docketing an *Entry of Appearance*.

- ☐ Click the **[Next]** button.

STEP 11 The **PDF ATTACHMENT** screen displays.

- ☐ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type in the full directory and file path name for the document being filed.
- ☐ To verify that this is the appropriate document, highlight the document name.
 - ▶ Right click with your mouse.
 - ▶ Select **open** to view the imaged document.
 - ▶ Click **X** in the upper-right corner to exit the image.
 - ▶ If correct, double-click the PDF file to select it.
- ☐ Unless you have a separate PDF file to attach (scanned exhibits, etc.) leave the **No** radio button to the right of the **Attachments to Document:** prompt selected. (If you select **Yes** then go to the next step. If you select **No** go to **Step 13**.)
- ☐ Click the **[Next]** button.

STEP 12 The **ATTACHMENTS SELECTION** screen displays. *(Optional: Screen appears only when answering **yes** to **attachments to document**.)*

- ☐ Click **[Browse]**, then navigate to the directory where the appropriate PDF document is located or type in the full directory and file path name for the document you are attaching.
- ☐ If appropriate you may select the type of document you are attaching from within the **Type** drop down list of options. In the **Description** box type in a brief description of the attachment (i.e. deed of trust).
- ☐ Click **Add to List**. The attachment name and location displays.
- ☐ Repeat this step for any additional attachments.
- ☐ Click the **[Next]** button.

STEP 13 The **DOCUMENT REFERENCE** screen displays *(ONLY for motions that need to link back to something, such as a Motion to Amend)*.

- ☐ Click the checkbox at “Does this filing refer to an existing document in this case?” if this motion references a previously filed document. If it does not reference a previously filed document skip to **STEP 16 (if a fee is required)** or **STEP 17 (if a fee is not required)**.

- ☐ Click the **[Next]** button.

STEP 14 The **CATEGORY OF DOCUMENTS** screen displays *(ONLY for motions that need to link back to something, such as a Motion to Amend)*.

- ☐ Select the category which contains the event you are referencing. *When you don't know the category then highlight every category and the whole docket will appear.*

- ☐ You may also type in a date range to reduce the search criteria.

- ☐ Click the **[Next]** button.

STEP 15 The **DOCUMENT LINKING** screen displays *(ONLY for motions that need to link back to something, such as a Motion to Amend)*.

- ☐ Click the check box for the event you want to relate the document you are filing to.

- ☐ Click the **[Next]** button.

STEP 16 The **RECEIPT SCREEN** displays *(ONLY If the Motion Requires a Fee)*.

- ☐ Leave the receipt field **BLANK** if paying by a credit card. For any other type of payment type “**Other**”. Payments other than credit cards are to be either mailed to the Clerk of Court not later than the next business day or hand delivered to the Clerk of Court not later than the second business day after the electronic filing.

- ☐ Click the **[Next]** button.

STEP 17 The **MODIFY DOCKET TEXT** screen displays.

- ☐ The white prefix drop-down box is available to expand any motion or application text.
- ☐ If you linked this document to a previously filed document, as in Step 15, the second white text is where you insert the text you previously

highlighted. To do this place your cursor in the second white box and go to the top of your screen and click on **[edit]** and then on **[paste]**.

- ☐ If you skipped Steps 13 through Steps 15 then the second white text box is where you will need to type a further description to complete the motion.
- For example, if you are filing a Motion for Relief From Stay you would type in, a description of the property (i.e. 1999 Ford Truck VIN #123XX55TT; or Lot 4 Block 1 of Starbright Subdivision, 1465 Milky way Avenue, Anchorage, Ak). **A brief description is all that is needed as the imaged document will be easily accessed.**
- ☐ Click the **[Next]** button.

STEP 18 The **FINAL TEXT** screen displays.

- ☐ Carefully verify the final docket text. This is your last chance to change this entry before adding it to the case.
- ☐ If correct, click **[Next]**
- ☐ If the final docket text is incorrect, click the browser **[Back]** button to find the screen to be modified.
- ☐ To abort or restart the transaction, click the **Bankruptcy** hypertext link on the **Menu Bar**.

STEP 19 The **ELECTRONIC PAYMENT WINDOW** screen displays (Only If You Are Paying By Credit Card and The Receipt Field Was Left Blank).

- ☐ Click **[Pay Now]** to pay by credit card at this time or click **[Continue Filing]**. You may choose "Continue Filing" and pay one time for all of the fees you have incurred for that day. You will be prompted after each filing to pay any outstanding fees. You **MUST** make the credit card payments on the day the fee was incurred.
- ☐ If you choose "Pay Now" then you select the credit card type, type in the credit card number, select the credit card expiration date and then click **[Submit Payment]**.
- ☐ The credit card will then be processed and when approved you will get a transaction receipt number. (NOTE - Internet Explorer will allow you to print that window BUT Netscape will not. You may obtain a history of your credit card payments under "Utilities" and "Internet Payment History".)

STEP 20 The **NOTICE OF ELECTRONIC FILING** screen displays.

- ☐ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. The notice will also indicate the parties that have or have not been electronically served with the filing.
 - ☐ The **Case Number** hyperlink will display the docket report for this case.
 - ☐ The **Document Number** hyperlink will display the PDF image of the application just filed.
 - ☐ To print a copy of this notice, click the browser **[Print]** icon or click **[File]** on the browser menu bar and select **Print**.
 - ☐ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
 - ▶ The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.
- **NOTE:** You **MUST** enter your PACER login and password to view any documents or reports or perform any queries.